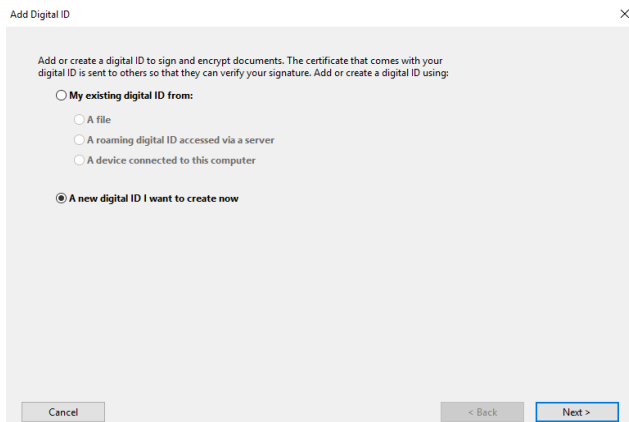# QUICK SHEET: HOW TO CREATE AND INSERT A DIGITAL ID SIGNATURE

1. Open the form into which the digital ID signature needs to be inserted.

2. Signature fields are marked with a flag ( ). Click into the applicable signature field where you wish to sign. *(If you have already created/saved a digital ID, skip to step #7 for instructions on how to insert it.)*
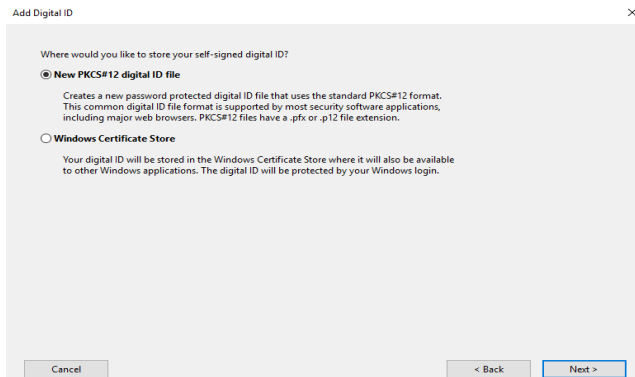
CREATING A NEW DIGITAL ID:

<mark>*Depending on the version of Adobe on your computer*</mark>:

3. If inserting a digital ID signature for the first time, the *Add Digital ID* screen will appear.
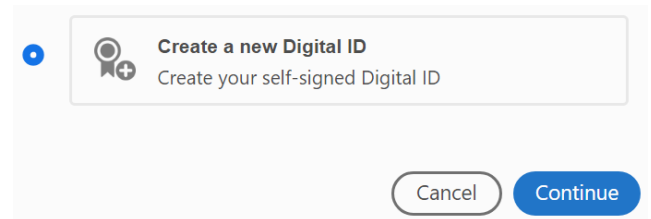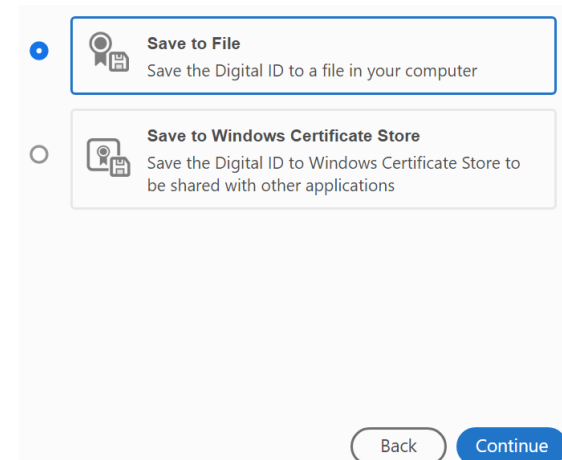Select the radio button next to "A new digital ID I want to create now" and click "Next."

If inserting a digital ID signature for the first time, the Sign with a Digital ID screen will appear. Select the "Configure New Digital ID" button.

Select the radio button next to "Create a Digital ID" and click "Continue."

4. Select the radio button next to "new PKCS#12 digital ID file" and click "Next."

Select the radio button next to "Save to File" and click the "Continue" button.

5. Enter your identifying information, including <u>FULL</u> Name, Organizational Unit, Organizational Name, and Email Address. Click "Next" or "Continue," as applicable.

6. Assign a password for your digital ID signature and click "Finish" or "Save," as applicable. *(Be sure to **retain this password** for future use, as you will be required to enter it each time you wish to digitally sign a form.)*

INSERTING A SAVED DIGITAL ID:

7. On the *Sign Document* screen, the digital ID that you saved will automatically populate into the "Sign As" and "Appearance" fields. Simply enter the password that you assigned for your digital ID and click "Sign."

On the *Sign with a Digital ID* screen, select the radio button next to the Digital ID file that you previously saved. Click "Continue."

Enter the password that you assigned for your digital ID and click "Sign."

8. The *Save As Screen* appears.
    a. Select a location to which you wish to save the form on your computer, such as your Desktop. **DO NOT save the file to the F:\Apps\HR Forms - Digital ID Signatures folder**, as this is the folder for the MASTER forms only.
    b. Assign a **new File Name** for the form. (In the example to the right, Recruitment and Selection for Vacancy Form with RND signature)
    c. Click the "Save" button.

9. Your electronic signature will now populate in the Signature field as follows:

Rikki Nicole David   Digitally signed by Rikki Nicole David
                                Date: 2020.01.27 10:12:49 -06'00'

10. Click the ✕ button in the top right hand corner to close the form.

11. Locate the form into which you saved your digital ID signature on your computer and email it as an attachment to the next person from whom an approval is required. Use the same email chain and cc: those individuals that have already inserted their digital ID signatures, so that all parties involved are aware of the routing status of the form. Once fully executed, email the form as an attachment to Human Resources for processing.

Once electronically signed by:		Route to:
Supervisor/Division Head	→	Assistant Secretary
Assistant Secretary	→	Undersecretary, with cc: to Supervisor/Division Head
Undersecretary	→	Secretary, with cc: to Supervisor/Division Head and Assistant Secretary
Secretary	→	_DNR-HumanResources@la.gov with cc: to Supervisor/Division Head, Assistant Secretary, and Undersecretary

NOTE: If you wish to remove your signature for any reason from a form after it has been inserted, simply right click on your digital ID signature, select "Clear Signature," and save the form.